



SOUTH GROVE PRIMARY FINANCE AND HR ASSISTANT P/T

JOB DESCRIPTION

The post-holder will be responsible for providing effective and responsive administrative support across a range of HR, payroll and finance duties. The post-holder will demonstrate a high level of professionalism and confidentiality at all times.

MAIN RESPONSIBILITIES, TASKS & DUTIES

The postholder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:

Finance:

- Manage financial procedures for the school.
- Assist the School Business Manager in day-to-day procedures and ad-hoc projects.
- Assist in operating and maintaining the accounting and financial systems by entering sales and purchase data and reporting any discrepancies to the School Business Manager
- Assist in the recording of income, banking and expenditure relating to school trips, lettings and After school Club Provision.
- Process After School Provision contracts and oversee attendance via Parentpay.
- To manage staff expenses for the school, ensuring that reimbursements are processed in a timely manner and adequate records are retained.
- Assist in preparations for internal and external audits, ensuring all documentation required is provided
- Reconciling income in accordance with the Schools' financial regulations and policies
- Assist with the management of debt including the collection of debt and liaising directly with debtors
- Process documentation for payroll ensuring the deadline is achieved on a monthly basis and deal with any payroll queries
- Ensure purchase orders and processed on a daily basis
- Assist with month end procedures and reconciliation.
- Undertake weekly pay-runs with the bank and work with the Business Manager for authorisation.

HR:

- Input, monitor and maintain the School Single Central Record, ensuring compliance with the requirements set out in Keeping Children Safe in Education legislation.
- Undertake Disclosure and Barring (DBS) checks
- Input and monitor staff absence and produce monthly absence reports.
- Provide administrative support for all recruitment activities including the development of job descriptions, designing and publishing internal and external adverts, collating application forms and organising selection interviews/tasks.
- Administer new starter offer of employment packs and ensure all pre-employment documentation/checks are complete.
- Coordinate (and improve) the new starter induction process.
- Prepare amendments for existing employee terms and conditions of employment.
- Process maternity, paternity, adoption and shared parental leave requests.
- Administer leaver letters and archive files in line with school procedures.
- Coordinate the updating of school policies through liaison with the relevant policy owners.
- Minute confidential meetings (e.g. sickness/disciplinary/grievance meetings) accurately and in a timely manner.
- Support and assist the Business Manager on a range of ad-hoc HR projects and initiatives.
- Support the Business Manager to process the in-house payroll throughout the monthly cycle.
- Respond to general payroll queries from School employees.
- Undertake basic administrative duties including filing, scanning, archiving, record keeping, photocopying and distributing relevant documents.
- Maintaining up to date personnel files.
- Any other duties as reasonably expected of the post holder.

Governance:

<ul style="list-style-type: none"> • Provide administrative support to the Governing Body.
General Responsibilities
<p>General Duties and Responsibilities:</p> <p>The post holder is required to:</p> <ul style="list-style-type: none"> • Promote, act as a role model and implement school policies, practices and procedures including those relating to equality and diversity. • Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the schools responsibilities under the Health and Safety at Work Act. • Demonstrate day to day commitment to the school core values and mission statement. • Carry out such reasonable additional duties as may from time to time be determined by or on behalf of the school. All staff and senior postholders have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the schools' procedures for raising concerns about children's welfare and must report any concerns to the Designated Person without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the school as relevant to their role.
Other Duties
<p>The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>
Equal Opportunity
<p>The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies</p>
Safeguarding Statement
<p>The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies</p>
Management of People
<p>None</p>

SOUTH GROVE PRIMARY PERSON SPECIFICATION

We are seeking ambitious, outstanding practitioners who thrive on a challenge. For this crucial role we will be looking for the following:

	Essential	Desirable	Evidence by A - Application I - Interview T - Test
Knowledge / Qualifications			
Educated to GCSE Grade C level in English and Mathematics		D	A
Excellent written and verbal communication skills	E		A
Experience in SIMS/FMS computerised packages used in schools		D	
Ability to communicate effectively with a wide range of people at all levels	E		I/T
Excellent attention to detail	E		A/I/T
Knowledge of HR administration		D	A/I/T
Knowledge of Safer Recruitment and undertaken the training or willing to undertake		D	A/I
Experience			
Confident user of IT systems	E		A/I/T
Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances.	E		A/I/T
Ability to communicate a range of financial information both verbally and in writing with the senior leadership team and other staff	E		A/I/T
Experience of working within a school or finance role		D	A/I
Professional Knowledge and Understanding			
Ability to prioritise own workloads and to work to deadlines is essential	E		A/I
Integrity and discretion when dealing with sensitive information	E		A/I
Positive attitude and 'can do' approach to work	E		I
Committed to own CPD	E		A